

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
Controller of California

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
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P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: February 8, 2001

PERSONNEL LETTER #01-005  
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Services Division

RE: CALIFORNIA STATE UNIVERSITY BU03, JULY 1, 2000  
SALARY INCREASE

The California State University is implementing the third year terms of the current collective bargaining agreement with the California Faculty Association, Bargaining Unit 03. The following are the salary provisions effective for fiscal year 2000/2001.

3.6% General Salary Increase (GSI)  
2.65% Service-based Salary Increase (SSI)  
7.5 % maximum, Faculty Merit Increase (FMI)

PPSD will process the GSI and the campuses will be responsible for processing the SSI and FMI increases. The SSI (MSA transaction) and FMI (SCR transaction) should not be processed until after the GSI (GEN transaction) has been posted to the employee's record. See Technical Letter HR/SA 2001-02 for specific information on the salary programs.

NOTE: When processing FMI's or SSI's for employees with multiple positions and the employee is eligible for an increase in each position, key enter the transactions for each position on different payroll cycle days. This will help reduce the need to manually issue payroll adjustments.

A mass update will be processed to post the 07/01/00 effective date GEN transactions to implement the GSI. The EH mass update will begin the night of 02/09/01 and should be completed by mid-morning on 02/10/01. As a result, the EH Online System will not be available for inquiry purposes on 02/10/01 until 10:00 a.m. If any problems are encountered with the mass update, the system may not be available until a later time.

The mass update will include the following employees.

- . Employees with appointment expiration dates. Campuses must determine if the employees are to be reappointed or

separated and key enter the appropriate transaction(s).

- . Employees on NDI, supplementing with Catastrophic Leave Donations, if the employee went on leave after 06/30/00.

The mass update will not include the following employees.

- . Employees on NDI, supplementing with Catastrophic Leave Donations, if the employee went on leave prior to 07/01/00. PPSD will identify the impacted employees and manually process the GEN and any subsequent transactions.
- . Employees with a red circle rate. PPSD will identify the impacted employees and manually process the GEN and any subsequent transactions.
- . Employees who separated prior to 07/01/00 with lump sum payments that extend beyond 06/30/00. A GEN transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments.
- . Employees with special payments/A54 transactions that were processed before the EH mass update. Campuses should process A54C transactions to post the GSI salary rate. After the mass update, use the GSI salary rate for new A54 transactions processed.

#### PAYROLL ADJUSTMENTS

The majority of the adjustments resulting from the GSI mass update for the 07/00 through 01/01 pay period regular payments, will be issued in the daily payroll cycle issue dated 02/14/01. Employees with direct deposit will have their adjustment payments posted to their accounts on 02/16/01. Any payments not generated from the mass update will be identified and manually processed. Please allow ten days before inquiring on missing adjustment payments.

#### RETROACTIVITY CHARGES

All transactions as a result of the 07/01/00 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions from the mass update will not be reflected on the Monthly Retroactivity Report. However, manually processed EH transactions and payroll adjustments would normally be counted. In order to minimize the impact of contesting charges, all transactions processed for BU 03 employees between February 12, 2001 and February 28, 2001, will be excluded from the Monthly Retroactivity Report. Any transactions processed outside of these time frames will appear on the Monthly Retroactivity Report (see PPM Section A 011 for further information). The campus may return the report identifying the items associated with the salary increase along with the appropriate explanation.

#### PROCESSING INSTRUCTIONS

Based on the EH update processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/00 or prior:

- 1) GENV effective 07/01/00.
- 2) SXX.

If an S70/71 for an academic employee was keyed prior to the GEN with the old salary rate, process as follows:

- 1) SXXC - enter the total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)

2. Separations effective 07/01/00 or later, including Leaves Without Pay (S49 and 565 transactions with Job Injury Code 7), should be processed as usual with the exception identified in #3 below.

DO NOT VOID THE GEN TRANSACTION.

If the separation was keyed prior to the GEN with the old salary rate, process as follows:

- 1) SXXC - enter the new total amount due in Item 810. (Listings identifying the impacted employees will be sent to the campuses.)

3. Employees on NDI/Leave of Absence Without Pay as of 07/01/00 and are to separate 07/01/00 or later with lump sum vacation/extra hours (Item 621) or final settlement pay (Item 810) requested on the separation transaction:

- 1) A57 or A58 effective same date as SXX and effective date hours = COB to change the salary rate to the GSI salary rate. Enter in Item 215, 'Lump Sum Only'.
- 2) SXX.

4. Leave of Absences effective 06/30/00 or prior, including 565 with Job Injury Code 7:

- 1) GENV effective 07/01/00.
- 2) SXX or 565.

5. Appointments effective 06/30/00 or prior and Item 450 = 1, 3 or 4:

- 1) AXX.
- 2) GEN effective 07/01/00.

6. Appointments effective 07/01/00 or later and  
Item 450 = 1, 3, or 4:

No GEN transaction required. Enter appropriate  
salary on the appointment transaction.

7. Reinstatements effective 06/30/00 or prior,  
including the A57, A58, A68 or 565 transaction  
with Job Injury Code 4 (if prior status was Job  
Injury Code 7):

- 1) AXX or 565.
- 2) 715 effective same date of AXX or 565 to change  
Item 330 and/or Item 430 due to non-qualifying  
pay periods (if applicable).
- 3) GEN effective 07/01/00.

8. Reinstatements via the A57 or A58 transaction  
effective 07/01/00 or later.

No GEN transaction required. Enter the  
appropriate salary on the appointment transaction.

9. Reinstatements via the A68 or 565 with Job  
Injury Code 4, transaction effective 07/01/00:

- 1) A68 or 565 effective 07/01/00.
- 2) 715 effective 07/01/00 to change Item 330  
and/or Item 430  
due to non-qualifying pay periods  
(if applicable).
- 3) GEN effective 07/01/00

10. Reinstatements via the A68 or 565 with Job  
Injury Code 4, transaction effective 07/02/00  
or later:

- 1) A68 or 565.
- 2) 715 effective same date of A68 or 565 to change  
Item 330 and/or Item 430 due to non-qualifying  
pay periods (if applicable).
- 3) CRO effective same date of A68 or 565 to change  
salary rate to the GSI salary rate. Enter in  
Item 215 'GSI'

11. Transactions not identified above, process as usual.

If you have any questions regarding the update process,  
please contact your CSU Audits' Representative at the  
State Controller's Office.

RZ:JD/pmab